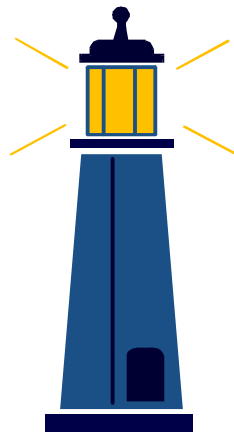


MEMORIAL MIDDLE SCHOOL

HULL, MA



2009-2010

STUDENT/PARENT HANDBOOK

Memorial Middle School

81 Central Avenue
Hull, Massachusetts 02045

School Committee

Ms. Stephanie Peters- Chairperson
Ms. Kristin Evans, Ms. Catherine Bowes, Mr. Kevin Richardson, Ms. Marianne Harte

Central Administration

Dr. Kathleen Tyrell	Superintendent of Schools
Dr. Joy Turpie	Assistant Superintendent of Schools for Curriculum and Instruction; Title I Coordinator
Mr. David Twombly	Director of Operations/Finance
Ms. Judith Kuehn	Special Education Director Director of Student Services 504 Coordinator

Memorial Middle School Administration

Ms. Lynda Feeney	Principal
Ms. Rebecca MacDonald	Adjustment Counselor K-8
Ms. Philippa Young	School Psychologist
Ms. Sharon Striglio	School Nurse
Ms. Deborah Casey	Secretary

Telephone Numbers

Central Office 781-925-4400
Memorial Middle School 781-925-2040
Fax 781-925-8002

Web Site

www.town.hull.ma.us

E-Mail Addresses:

lfeeney@town.hull.ma.us

The Hull Public Schools admits students and makes available to them its advantages, privileges and course of study without regard to race, color, national origin, age, gender, religion, sexual orientation or handicap.

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MISSION

The Hull Public Schools will facilitate the development of students into independent thinkers and lifelong learners who are continually increasing their achievements, self-esteem and self-confidence in order to become socially responsible individuals.

Vision

We envision that the Hull Public Schools will:

- Promote a vibrant identity
- Become a model of rigorous and innovative instruction
- Build an expanded core of learning
- Develop relationships critical to the mission

Values

- Equal access to educational opportunity for all
- Recognition and acceptance of individual student differences
- A safe and nurturing environment
- High expectations for quality instruction
- A supportive home and school relationship
- Diverse methods of instruction
- Positive and productive relationships among and between staff, students and community members
- Awareness of fiscal responsibility
- Broad-based communication between all school and community stakeholders
- Decision-making founded in the assessment and accountability of school programs and personnel
- Standards-based accountability

SCHOOL COMMUNITY EXPECTATIONS

An honorable member of the school community (student, staff, parent) is one who has self-control and is willing to respect the rights of others in the school community. Positive behaviors promote a healthy, safe environment for all. Productive and contributing members of the school community take their academic and professional responsibilities seriously and consistently demonstrate respectful behavior toward others.

Plagiarism and Cheating

Academic dishonesty will not be tolerated. Plagiarism and cheating entail the taking or copying of ideas, writings, etc., from another and passing it off as one's own either in or out of class. This is particularly true of information copied directly from a web source and pasted into a document you are working on. This represents a serious breach of the academic standards at Memorial Middle School. Any student found guilty of plagiarism or cheating will be penalized up to a complete loss of credit for the assignment that was plagiarized and subject to formal disciplinary action. Consequences for plagiarism and/or cheating will be progressive in nature (see discipline policy).

PROCEDURES & POLICIES

Daily Procedures

- All students enter and exit the building from the main entrances. Students may not leave the school for any reason after arriving, unless dismissed to an authorized adult via the office.
- Students may **NOT** arrive at school before 7:55 a.m. unless prearranged through the main office. Teachers are not on duty beforehand. Students need to be in homeroom by 8:00 a.m.
- Students must walk directly to their class, keeping to the right while passing in the halls. Loitering, running and horseplay are prohibited in the corridors.

- Students are expected to bring proper materials (pencils, pens, books, notebooks, etc.) to all classes. All textbooks must be covered.
- The school day ends at 2:15 p.m. When students are dismissed, they will proceed directly to the bus area or to their after-school activity.

Attendance Policy

Regular and punctual school attendance is essential for success in school. The Committee does recognize that parents of children attending our schools have special rights as well as responsibilities, one of which is to ensure that their children between the ages of 6 and 16 attend school regularly, in accordance with state law. State law requires the school system to investigate cases of excessive school absence. For this purpose, the Committee defines excessive absence as more than five unexcused absences per five-month semester. All absences (even those authorized by parents) are considered unexcused unless the required documentation is provided.

Therefore, students may be excused temporarily from school attendance for the following reasons:

- Illness or quarantine (with a doctor's note)
- Bereavement or serious illness in family
- Weather so inclement as to endanger the health/safety of the child
- For observance of major religious holidays
- Legal (with documentation from the court, lawyer, etc.)
- Other – a student may be excused for other absences with approval from the school administrator.

Documentation for the above absences should be provided to the school principal or designee within ten (10) school days of the absence. **Documentation needs to specifically identify the date/dates of absence.** Documentation provided after ten school days may require a meeting with the school administrator.

Clear communication between parents and the school is imperative to ensure the safety of students and to reinforce a student's understanding of the importance of day-to-day schoolwork. Accordingly, parents will provide a written explanation for the absence and tardiness of a child. This will be required in advance for types of absences where advance notice is possible.

Unexcused absence from school is considered truancy and will be treated as such. This includes absence from any class, or activity during the school day for which the student is scheduled. It also includes any after-school special help session or disciplinary session that the student has been directed to attend. Disciplinary action shall be taken in such case, beginning with notification of parents. Continued violation may lead to suspension from school.

Unexcused absences in excess of five per semester will require assessment and intervention by the school administrator. Interventions may include contact with parents, school conferences, case management services and service referral. In situations in which attendance does not improve despite intervention by the school administrator, the school may take one or more of the following actions:

- A Failure To Send, Criminal Complaint, against the parent will be sought at Hingham District Court
- A 51A for parental neglect will be filed with the Department of Social Services
- A CHINS petition will be sought at Hingham District Juvenile Court

Absence/Tardy Appeals

All absence and/or tardy appeals need to be provided in writing to the building principal. Appeal forms are available in the main office. These appeals need to state the specific dates of absence or tardiness being appealed, the reason/extenuating circumstance behind that absence or tardy, and any documentation that

can be provided that indicates the specific date/dates of absence or tardy. The decision to accept any absence or tardy appeal rests with the school administrator.

It is the responsibility of the student to make up all work missed due to absence. A student must check with his/her teachers about missed work on the day he/she returns to school. Missed work that is not completed will affect the grade a student receives.

Tardies

Being on time for one's obligations is an essential skill. In a school setting, students who arrive late to class cause a disruption to the learning environment. Therefore, all students are expected to be in their assigned location by the beginning of the school day. The School Committee defines excessive tardiness as more than ten (10) unexcused tardies per school year. All tardiness (even when authorized by parents) is considered unexcused unless the required documentation is provided.

Student tardiness may be excused for the following reasons:

- Doctor or dentist appointment (with documentation)
- Illness (with a doctor's note)
- Bereavement or serious illness in family
- Weather so inclement as to endanger the health/safety of the child
- For observance of major religious holidays
- Legal (with documentation from the court, lawyer etc.)
- Other – a student may be excused for other tardiness with approval from the school administrator

Students who have more than five (5) tardies per five-month semester will require intervention by the school. Interventions may include parent contact, school conferences, referral to the school administrator, and disciplinary action. In situations in which tardiness does not improve despite these interventions, the school may take one or more of the following actions:

- A Failure To Send, Criminal Complaint, against the parent may be sought at Hingham District Court
- A 51A for parental neglect may be filed with the Department of Social Services
- A CHINS petition may be sought at Hingham District Juvenile Court

It is the responsibility of the student to make up all work missed because of tardiness. A student must check with his/her teachers about missed work. Missed work that is not completed will affect the grade a student receives.

Attendance Procedures

Attending school every day is very important for you to learn the skills and knowledge for you to succeed in today's world.

If you plan to be absent from school, have a parent or guardian call the school at 781-925-2040 and press #3 and give the name of your child, homeroom number or teacher and the date your child will be absent.

Please call before 8:00 a.m. if a student is to be absent so that school personnel know that the child is safe. There is a 24-hour voicemail telephone line available for parents/guardians to call anytime and leave a message. Please note the following:

- Students returning from an absence must bring a note from the parent/guardian the day you return to school. The student will give the note to the homeroom teacher who will give it to the office.

- A student returning to school after five consecutive days absent due to illness may be required to see the school nurse before returning to class. If deemed necessary, the student will be referred to a physician. State statute requires a physician's certificate after recovery from any communicable disease; this must be presented upon return to school.
- If you are absent due to religious holidays, you will be excused from examination and study requirements. You will be provided an opportunity to make up missed work. The office normally calls students' homes to verify an absence.
- Students are **not** permitted to take part in after school or evening activities if their absence for that day is unexcused. Further, if a student arrives after 11:00 a.m. or is dismissed before 11:00 a.m., he/she will not be eligible to participate in after school or evening activities.
- The Memorial Middle School does not sanction vacations other than those enumerated on the 2009-2010 Hull Public Schools calendar. Teachers are **not** required to give assignments in advance for unauthorized vacations.

It is the responsibility of the student to make up all work missed. A student should check with each of his/her teachers about missed work on the day he/she returns to school. Missed work not completed will affect the grade a student receives.

Tardy Procedures

- A student who is late to class must have a pass from his/her previous class teacher. It is the student who is responsible for obtaining a pass. If the student is late to class and does not have a pass, the receiving teacher will accept the student and assign a teacher detention.
- If a student arrives at school after the 8:00 a.m. bell, he/she is tardy for school and must report directly to the office for a tardy pass to give to the classroom teacher.
- If a student is tardy to school, a note from his/her parent or guardian is required.
- Parents of students who are frequently tardy will be notified and a parental conference may be required.

Dismissal Procedures

- Students who are to be dismissed before the end of the school day must bring a note signed by a parent/guardian to the office upon arrival to school.
- The time and reason for dismissal need to be clearly indicated.
- **Students being dismissed due to illness must see the nurse before dismissal.** The nurse will make arrangements with the parent/guardian to have the student go home, to the doctor's office, or to the hospital.
- The adult picking up the student must come to the main office and sign the dismissal book.
- The adult picking up the student must be listed on the emergency data form signed by the parent or be identified in the note by the parent/guardian.
- The adult must be able to provide at least one form of photo identification prior to picking up the student.
- WE CANNOT HONOR DISMISSAL REQUESTS MADE OVER THE PHONE.

It is the responsibility of the student to make up all work missed because of dismissal(s). A student must check with his/her teachers about missed work. Missed work that is not completed will affect the grade a student receives.

Visitors and Security

We welcome parents to our school. All visitors must report to the main office, sign in, and receive a visitor's badge before going to other parts of the school building. Visitors must sign out when leaving and

return the visitor's badge. To ensure security during the school day, all doors will be locked. To enter the building, visitors need to press the buzzer next to the front door.

Assemblies

Students are expected to attend all assemblies, to be on time, and to be courteous throughout the program. Students will attend with their homeroom/classroom teachers and will sit together unless the Principal directs other arrangements.

Once the program has begun, students are to remain in their seats. Students should listen attentively to speakers and participate in an appropriate manner in group discussions or activities. Applause is acceptable – whistling, stamping of feet, and booing is not!

After School Activities

Students may remain after school if they are:

- Directly involved in a school-sanctioned activity.
- Requested to remain by a teacher, staff member or administrator. If so requested, a student will report to the designated area within five minutes after the end of school.
- Receiving extra help from a teacher or working on a class project.
- Students who stay after school to receive extra help are expected to remain in the classroom where they are receiving that help until the late bus arrives.
- Late buses at 3:30 p.m. are provided on Tuesdays, Wednesdays and Thursdays for students who stay after school. Late buses for the 2009-2010 school year are contingent upon ASOST Grant.
- Students who are involved in extracurricular activities at the high school must adhere to eligibility requirements of the high school (see below).

Academic Eligibility

In order to be eligible to participate in any extra-curricular activity, the student must have not received more than one (1) "F" in any course in the previous term. Eligibility for fall extracurricular activity will be based on the last term grades of the previous year. An incomplete is considered to be an "F" grade. Eligibility or ineligibility for extra-curricular activities start the day the prior term report cards are issued.

NOTE: All after school and extracurricular activities (sports, dances) are privileges. Students may have these privileges revoked for disciplinary reasons.

Late Bus

The late bus is available on Tuesdays, Wednesdays and Thursdays for students who have remained in school for academic or disciplinary reasons or to participate in extracurricular activities (i.e. sports, etc.). Students who have left school grounds **for any reason** will not be allowed to ride the late bus.

Athletic Events

Students are encouraged to attend as many athletic events as possible and to display supportive school spirit. Players and fans are expected to exhibit appropriate behavior and to show respect for the opponents and their fans. Students who remain at school in order to participate in athletic events or to attend athletic events must have adult supervision. They will be expected to adhere to all guidelines provided for their safety.

ID Badges

Students will be issued an identification card that they will need to have with them at all times in order to get lunch in the cafeteria or take books from the library. Lost identification cards will be replaced at a cost of \$10.00 to the student.

Cafeteria

- Drinks or food, other than water, may not be carried from the cafeteria.

- Students may not leave the cafeteria without the permission of a lunchroom supervisor.
- Students are expected to treat lunchroom supervisors and cafeteria staff with respect and courtesy.
- After eating, students are responsible for cleaning their areas and disposing of their lunch remains and eating utensils.
- Lunches may not be charged. Students who forget their lunch money may call home with permission from a teacher; otherwise, they will receive a peanut butter or similar sandwich and milk. Reimbursement for this provided lunch would be required on the next school day.

Food & Drink – Outside Cafeteria

All food and/or beverages purchased before school in the cafeteria need to be consumed in the cafeteria. Further, food, unauthorized beverages, and candy are not permitted in the hallways or classrooms at any time. **Gum chewing is not allowed** nor is the unauthorized sale or distribution of gum, candy or other foods. Water is allowed in the classroom only if it is in a clear plastic container. **No food or drink of any kind is ever permitted in any computer room.**

Field Trips

Field trips are extensions of the classroom experience, involving extensive preparation and follow-up activities. Such trips are privileges, however, based on student behavior. Students whose behavior has been unsatisfactory may be excluded from field trips and required to complete an alternate assignment. Any student on social probation may be excluded from field trips. **It is up to the classroom teacher and the administrator's discretion as to whether a student's behavior warrants participation in scheduled field trips.** It is important that every student act responsibly and respectfully during classroom time and on each and every field trip. Further, students who have outstanding detentions may be prevented from participation in school-sponsored events.

Lockers

Students are responsible for their assigned lockers and locks and should be certain they are locked at all times. When not being used, all personal items and school materials (books, notebooks, coats, electronic devices, etc.) must be kept in lockers or in an authorized location. Students must use school issued combination locks only and may not share their combination with other students. **Students must use only the locker assigned to them.** Valuable items, such as musical instruments, should be in school only on the day they will be used and should be taken home when not being used. Music instruments should be kept in the band room for the day. **No items are to be left on top of the lockers.** Lockers are property of the school and, as such, may be searched at the discretion of the administration. Students must return the issued lock at the end of the school year or pay a charge of \$10.00.

Book Bags

Students who bring books and other supplies to school in book bags should unpack the bags and store their belongings inside their lockers or in designated areas during the school day. They may not carry packed bags from class to class or leave full book bags on the floor of the hallway or on top of the lockers. Students are expected to use their organizational skills by anticipating their needs for books and materials before class time.

Lost And Found

Lost articles should be reported to the office immediately. Found articles of clothing are kept in a locked room and are periodically made available to students in order to reclaim lost items. Valuable articles are kept in the office. Items that remain unclaimed will be donated.

Library Materials

The library is open to all Memorial Middle School students, teachers and staff to take out books, do research in the library and use available computers for educational purposes. The library belongs to the Memorial Middle School community, so students are required to take good care of all materials they borrow or use. Students will be required to replace or pay for lost or damaged books, software or

equipment. Students who have not met their respective library obligations or made arrangements to meet those obligations may be kept from social functions.

Money and Valuables

Students are cautioned not to bring valuable items (Ipods, MP3 players, electronic games, cell phones, etc.) or large sums of money to school. If brought to school, these items must be kept in student lockers. The school is not responsible for personal items that are lost or stolen.

Bicycles

Parents are in the best position to determine the ability of their child to ride a bicycle safely to and from school. All bicycles must be secured by lock at the bike rack. **By law, all students must wear a helmet if they ride a bicycle.**

Fire Drills

Fire drills at regular intervals are an important safety precaution. It is essential that when the first signal is given, everyone should obey orders promptly and leave the building by the prescribed route as quickly as possible. Students will line up silently by class at the designated area.

LOCK DOWNS

In the event that an emergency or dangerous situation prevents the safe evacuation of the school and requires steps to isolate students and staff from danger, the school will initiate its lock down procedure. Parents and students should be aware that the middle school will periodically conduct lock down drills to evaluate the faculty's ability to respond to an emergency situation. In the event of a lock down, students should follow the direction of the nearest faculty member and remain as calm and quiet as possible. Students in the hallway should enter the nearest classroom. Fire alarms will be ignored during a lock down. Students and faculty should not leave a secure area until they receive further instructions by the school administration or an "ALL CLEAR" announcement is made.

Emergency Release

Parents should formulate a "contingency plan" with students for any days during which it is necessary to release students early.

SCHEDULE

The schedule for marking terms is as follows:

1st Term	September 1, 2009	-- November 6, 2009
	September 16, 2009	-- 'Back to School Night'
	October 2, 2009	-- Mid-Term Progress Report
	November 6, 2009	-- Marks Close
2nd Term	November 13, 2009	-- Report Cards Mailed
	November 9, 2009	-- January 22, 2010
	November 30, 2009	-- Parent-Teacher Conferences (5:30-8:30pm)
	December 11, 2009	-- Mid-Term Progress Report
3rd Term	January 22, 2010	-- Marks Close
	January 29, 2010	-- Report Cards Mailed
	February 1, 2010	-- April 1, 2010
	March 22, 2010	-- Parent-Teacher Conferences (5:30-8:30pm)
4th Term	March 5, 2010	-- Mid-Term Progress Report
	April 1, 2010	-- Marks Close
	April 9, 2010	-- Report Cards Mailed
	April 5, 2010	-- June 15, 2010
	May 14, 2010	-- Mid-Term Progress Reports
	June 15, 2010	-- Marks Close
	June 17, 2010	-- Report Cards Mailed

Day Length

Regular Day:	8:00 a.m. – 2:15 p.m.
Early Dismissal:	8:00 a.m. – 12:00 p.m.
90-Minute Delay:	9:30 a.m. – 2:15 p.m.

COMMUNICATION & RECORDS

Blackboard Connect, Inc.:

Blackboard Connect is a service that allows recorded messages to be transmitted at the same time to the homes of every student and staff member. At Memorial Middle School, Blackboard Connect may be used to notify parents of students who are absent or tardy, and to notify parents and/or staff of important upcoming events or information.

School Cancellations and Delayed Openings

In the event of an emergency, extremely bad weather or other cancellations, announcements will be broadcast over radio station WBZ 1030AM, as well as on TV channels 4, 5, 7. Blackboard Connect phone calls will also be made. Please do not call the school or any Hull official. **In addition to the cancellation of school due to inclement weather, delayed school openings of one or two hours may be considered. School closing times will remain the same unless otherwise announced.**

Online Connection

Parents and students will be able to keep up-to-date this year with assignments and announcements by simply accessing the Hull Public Schools website: www.town.hull.ma.us. Once there, select the link for Hull Schools and then Memorial Middle School. From there, select the grade level team and teacher. This site will allow you to read notices, review homework assignments, and learn about events at Memorial School.

Telephone System

The Memorial Middle School has an automated telephone system that will make it easier for you to contact the faculty at the school. Our telephone number is 781-925-2040. When you hear the recorded message, please press 3 to connect to our absentee hot line. If you want to speak to the office, simply enter extension 1100 or 1101. We will publish a list of teacher extensions in our first newsletter and list the extensions on our web site.

Parent Conferences

Parents/Guardians may make appointments for individual conferences with teachers or administrators by calling the teacher or administrator directly. Individual conferences during school hours must not exceed thirty (30) minutes and must be at a mutually convenient time as arranged by both the parent(s) and teacher(s). The school also schedules a 'Back-to-School Night' in September, as well as two evenings of parent conferences after the first and third report cards (see schedule). For the parent/teacher conferences, parents are limited to reserving times with two major subject teachers. This ensures that the greatest number of parents are able to arrange times with teachers.

Records

A parent/guardian transferring a student into Memorial Middle School must provide school personnel with a complete set of records including academic, health and discipline records. Any student who has an Individual Education Plan (IEP) must provide the IEP prior to enrollment. The parent/guardian must sign a release form prior to enrollment.

Student Records

Memorial Middle School is responsible for maintaining official student records that include permanent and temporary transcripts of every student. The middle school will provide a complete copy of a student's school record to any public school into which the student seeks or intends to enroll, upon receiving verification from any source that the student may be transferring out of this school district. Upon promotion, a student may obtain a copy of any record pertaining to that student.

Except where the regulations specify authorized access by third parties, no individuals or organizations other than the parent/guardian, eligible student, and school personnel working directly with the student are allowed to have access to information in the student record without the specific, informed, written consent of the parent/guardian of the eligible student.

As required by M.G.L., Chapter 71, Section 34H, a non-custodial parent may have access to the student record in accordance with the following provisions:

1. As set forth in 603 CMR 23.07(5), non-custodial parents are eligible to obtain access to their children's student records *unless* the school or district has been given documentation that:
 - the parent has been denied legal custody or has been ordered to supervised visitation, based on a threat to the safety of the student and the threat is specifically noted in the order pertaining to custody or supervised visitation, or
 - the parent has been denied visitation, or
 - the parent's access to the student has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record, or
 - there is an order of a probate and family court judge, which prohibits the distribution of student records to the parent.
2. In order to obtain access, the non-custodial parent must submit a written request for the student record to the school principal annually. The initial request must include the following:
 - a certified copy of the court order or judgment relative to the custody of the student that either indicates that the requesting parent is eligible to receive access as set forth in 603 CMR 23.07 (5) (a), or a certified copy of a court order specifically ordering that the student records be made available to the non-custodial parent, and
 - an affidavit from the non-custodial parent that said court order or judgment remains in effect and that there is no temporary or permanent order restricting access to the custodial parent or any child in the custodial parent's custody.

Additional information regarding these state regulations may be obtained from the main office.

NCLB Parent Notification Provisions Related to Teacher Qualifications

The Federal *No Child Left Behind* Act of 2001 requires school districts that receive federal Title I funding to notify parents/guardians of their right to know the professional qualifications of the classroom teachers who instruct their child. As a recipient of these funds, Hull Public Schools will provide parents/guardians with this information in a timely manner if requested from the Superintendent of Schools. Specifically, parents/guardians have the right to request the following information about each of their child's classroom teachers:

- Whether the teacher meets the state qualifications and licensing criteria for the grades and subjects he or she teaches.
- Whether the teacher is teaching under an emergency waiver because of special circumstances.
- The teacher's college major, whether the teacher has any advanced degrees, and the field of discipline of the certification or degree.

- Whether paraprofessionals provide services to their child and, if so, their qualifications.

Application process

- Students who are applying to private schools or vocational programs must submit their completed application materials at least ten (10) school days before they are due to the main office at the middle school. If you are unsure of the deadlines for the vocational school applications, please check directly with the vocational school or with the principal of the Memorial Middle School. For example, all applications due December 1 must be submitted NO LATER THAN November 14 to the main office at the Memorial Middle School.

Withdrawal from School

Parents or guardians of students who are moving or leaving Memorial Middle School for another school must come into the main office to sign a release form in order for records to be transferred. Records will not be sent until all school books have been returned.

Change of Address

Parents must notify the school in writing of any change in address or telephone number.

STUDENT SERVICES

Adjustment Counselor

The school adjustment counselor services are available for every student in the school. These services include but are not limited to assistance with:

- home, school and/or social concerns
- educational planning
- occupational information
- career information
- any issue the student may wish to discuss with the counselor.

Parents may call our school adjustment office (781-925-2040 ext. 1103) if they wish to make an appointment to speak to the counselor.

Crisis Response

It is the policy of the Hull Public Schools to provide students with access to appropriate support services, in order to promote their social and emotional growth and well being. In those cases where individual students are at-risk or in-crisis, the Memorial Middle School Crisis Team will convene and evaluate the situation and determine an appropriate course of action. The Memorial Middle School Crisis Team consists of the Principal, School Psychologist, School Adjustment Counselor, and, if deemed necessary, the School Nurse. The Principal may appoint additional personnel to serve on the Crisis Team as needed.

Administrative Team	Position	Ext
Lynda Feeney	Principal	1102
Sharon Striglio	Nurse	1106
Rebecca MacDonald	Adjustment Counselor	1103
Philippa Young	School Psychologist	1104
Deborah Casey	Secretary	1101

Health Services/School Nurses

The school nurses collaborate with other members of the educational team and parents/guardians to support the academic success of students. School nurses seek to prevent or identify student health-related problems

and intervene to modify or remedy these problems. The school nurse is on duty from 7:55 am to 3:10 pm daily and can be contacted by calling (781) 925-2040 ext. 1106.

Confidential Health Information/Medical Concerns/Special Health Care Needs

Please contact the school nurse if your child is under care of a physician or if there have been any changes in his/her health status. Information is shared with faculty and staff only when appropriate to maintain the health and safety of your child.

Parents/guardians of students with a medical concern (asthma, diabetes, seizures, life threatening allergies or any other medical condition) should contact the school nurse to develop an individualized health care plan.

Students with an acute injury (fracture, sprain) that requires the use of crutches, wheelchair, etc., must be seen by the school nurse before returning to school. A written note from the health care provider regarding the injury is required. The school nurse will work with parents/guardians to develop appropriate accommodations so that the student can attend school.

Health Screenings

Vision, hearing and postural screenings are mandated by the Massachusetts Department of Public Health and are conducted as follows:

Vision and Hearing Screenings:	Kindergarten through 12 th grade
Postural Screenings:	Grades 5-9
Height and Weight:	Kindergarten through 12 th grade
Blood Pressure:	Grades 9 through 12

Parents/guardians are notified if their child does not meet the minimal screening standards. School nurses will work with families to obtain appropriate follow-up services as needed.

Medication Policy

Prescription Medication: Students requiring prescription medication, including inhalers, during the school day must have signed forms from a health care provider and the parent on file in the health office before medication can be administered. Medication must be delivered to the school in a pharmacy or manufacturer labeled container by the parent/guardian or responsible adult.

Medications should be administered before and after school whenever possible. All medication must be taken in the Health Office.

Non-Prescription Medication: Acetaminophen (Tylenol) and other common over-the-counter medications may be administered with written parental/guardian permission. All other non-prescription medications require an order from a health care provider.

Physical Exams

According to the Massachusetts General Laws, students in grades 3, 7 and 10 are required to have an updated physical exam completed. The school physician will offer these at each school once during the spring. Students participating in the high school athletic program are required to have a physical exam done annually.

Immunizations

Massachusetts State Law requires students to be sufficiently immunized. Students are required to provide documentation of current immunizations consistent with the Massachusetts Department of Public Health requirements. In conjunction with the Town of Hull's Board of Health Nurse, various vaccinations are offered during the school year.

Emergency Cards

The school will provide a student emergency card to be filled out by a parent/guardian for the nurse and must include all persons to whom the student may be released. Parents must complete the emergency data card prior to registering their child for school and at the beginning of every year. The emergency contact person should be someone who lives in or near Hull, and is likely to be available between 7:30 am and 3:00 pm.

All students who become ill or injured in school must go to the nurse's office accompanied, if needed, by a teacher or another student. **Students being dismissed due to illness must see the nurse before dismissal.** The nurse will make arrangements with the parent/guardian to have the student go home, to the doctor's office, or to the hospital. **The parent/guardian must provide the name of an adult to be called in the case of any emergency if a parent/guardian cannot be reached.** Students must report every accident resulting in personal injury, no matter how minor, to a faculty or staff member or the school nurse.

GRADING SYSTEM & POLICIES (Grades 6-8)

Currently, students are graded on their report cards with a letter indicating academic achievement. Conduct and Effort will be indicated by personal printed comments and will not affect academic grades.

Letter Grades and Numeric Equivalents

A = 93 and above	C = 73 - 76
A- = 90 - 92	C- = 70 - 72
B+ = 87 - 89	D = 60 - 69
B = 83 - 86	F = 59 and below
B- = 80 - 82	I = Incomplete
C+ = 77 - 79	P = Pass

If a student receives a grade of Incomplete for any given subject, he/she has a two-week deadline from the time the report card is received to make up any work, unless a medical condition exists for which a doctor's note is required. If this is not done, the student will receive a grade of "F" for the work not done and that grade will be used to determine the student's final grade.

Homework Policy

Homework refers to a daily assignment to be prepared during a period of supervised study in class or outside of class or which requires individual work at home. The Hull School Committee regards homework as an integral part of the school program. Homework serves as an important link between the school program and the objectives of instruction.

Homework is viewed as an extension of the student's daily instructional program. As it is assigned, the following educational goals should be considered:

- To positively and meaningfully review, reinforce and refine the skills and concepts that are taught through instruction.
- To provide opportunities to pursue exploratory, applied, independent or enrichment studies related to the classroom curriculum.
- To develop a positive attitude toward learning and connections to what is learned to life activities and goals.

Homework assignments should be consistent in terms of the amount given each day and the time required for each assignment. The following are general guidelines of time allotment for homework and apply to assignments done at home, not in school:

- Grade 6: 60-90 minutes/day 4-5 nights/week
- Grades 7-8: up to 2 hours/day 4-5 nights/week

All information for homework assignments should be clear and specific so that students understand what is to be accomplished and parents/guardians can assist the student. Homework assignments will be posted on teacher websites. Students will write down assignments as appropriate allowing parents/guardians access to the information. Every effort will be taken to consider individual differences of students. Homework should never be used as a punishment. Long-term projects will be graded according to guidelines established prior to the beginning of the project. Students are expected to complete and submit homework on time. If extenuating circumstances exist, students should be afforded opportunities to make up homework following the process in the school handbook.

Students, teachers, and parents/guardians are encouraged to work together to make the homework experience meaningful, productive and positive.

Make-up Work and Extra Help

Students are expected to take advantage of the availability of faculty members to arrange for extra help as needed. Students should make prior arrangements for help at a mutually agreeable time.

Tests

Tests and quizzes are given throughout the year. In addition to announcing tests in class, teachers will announce tests on their homework voice mail and web page. Teachers may require students to have test papers or homework signed by a parent.

Report Cards and Progress Reports

Communication between the teachers and parents/guardians is extremely important. This communication may take a variety of forms including phone calls, notes, conferences, and progress reports. Additional progress reports provided to parents will only be done under extreme monitoring conditions. For this process to continue, the parent must sign and return each progress report and must contact the teacher to make arrangements for a team meeting.

Midway through each quarter, progress reports will be sent home for all academic areas. At the end of each of the school's four terms, report cards containing the student's grades and teacher's comments on conduct and effort will be mailed home. **Students who do not return signed progress reports or report cards within three days of receipt will be subject to disciplinary action.**

Summer Reading and Projects

Each student is expected to complete the Summer Reading and submit his/her project at the beginning of the school year.

Promotion/Retention

Students will normally progress annually from grade to grade. Exceptions will be made when, in the judgment of the professional staff, it is in the best educational interests of the students involved.

- Students who fail one major subject will be encouraged to complete a summer program to better prepare them for the next grade level.
- Students who fail two major subjects or one major and one or more Unified Arts subjects will be required to attend and complete a summer program in order to be promoted to the next grade level. These students may also be subject to other remediation services in order to proceed to the next grade level.
- Students who fail three or more major subject areas or two major and one or more Unified Arts subjects may be retained but will be allowed to attend a summer program for purposes of remediation.

- Major subjects are: English/Language Arts, Mathematics, Social Studies, Science, Reading, and Foreign Language.
- Unified Arts subjects are: Art, Health, Technology, Physical Education and Music.
- **The final decision regarding retention will rest with the building principal.**

Step-Up Day

In late May or early June of each academic year, students will participate in a ‘step-up’ activity. Grade eight students will travel to the high school for approximately three hours to receive information about the high school program and receive a tour of the building and grounds. At the Middle School, grades six and seven students will ‘step-up’ to their respective next year’s teachers for orientation activities. The elementary school will follow a similar orientation schedule.

DISCIPLINARY GUIDELINES & POLICIES

Infractions and Consequences

Disciplinary action is taken with a view to helping the student achieve a greater degree of maturity and develop a healthier respect for learning and concern for others. The atmosphere of a school is a reflection of the attitude of its students and staff toward the school and toward each other. The school’s code of conduct provides a guideline for behavior within a public secondary school with maximum concern for the dignity of all students and school employees. No student may interfere with the right of any other student to his/her education. In Memorial Middle School this means that all individuals have the right to a quality education and no one has the right to infringe on this or cause a situation not conducive to good education. It is of equal concern that the school achieves an atmosphere of order, self-discipline, safety and mutual respect. All school rules are in effect at all school functions, both regular and extra-curricular. Disciplinary action may consist of detention, suspension, leave of absence, expulsion, or after school obligations to the classroom teacher. The Hull Public School System has adopted a policy and procedures consistent with the state law governing the use of physical restraint in public schools. A full copy of this policy is available in the Principal’s Office.

Five levels of disciplinary violations, along with the consequences for breaking school rules, have been established. It should be noted that the listing of these violations does not anticipate every eventuality that would require a written policy. Where such policies do not exist, the Principal will formulate and recommend them to the Superintendent and the School Committee, and they will be considered in effect until modified or rejected by the School Committee. It should be noted that discipline will be progressive in nature.

Level 1 (Classroom)

Misconduct in or out of class; tardy to class; pass violation.

- Discipline will range from teacher communication to parents, teacher detention, to administrative detention.

Level 2

Failure to be in assigned area; leaving assigned area without permission; cutting class; excessive school tardiness; failure to attend assigned teacher detention; referral to an administrator for disruptive or inappropriate behavior in class or out of class; violation of the dress code and/or electronic devices policy; repeat level one violations.

- Discipline will range from administrative detention(s) to suspension(s).

Level 3

Leaving school grounds without permission; truancy; accumulation of minor infractions; insubordination; forgery of school-related documents; plagiarism/cheating; lying to a teacher/administrator; disrupting the educational process resulting in removal; gambling; failure to attend administrative detention; possession or

use of non-drug related contraband; vulgar or obscene language or gesture; use of tobacco products; repeat level two violations.

- Discipline will range from one to five days of suspension.

Level 4

Disrespect to persons of authority by word or action; fighting; bullying; intimidation; inappropriate use of technology; threatening behavior; vandalism/graffiti; theft of school or personal property; extortion; non-conformity to school rules; repeat level three violations.

- Discipline will range from two to ten days of suspension.
- Possible exclusion for more than 10 days up to 180 days.
- Law enforcement officials may be notified.

Level 5

Hazing; possession or use of alcohol or a controlled substance, weapons, replica weapons, incendiary devices, or explosives; under the influence of alcohol or a controlled substance; possession of drug paraphernalia; pulling false fire alarms; tampering with fire extinguishers; arson; bomb threats; sexual/religious/ethnic/racial harassment; assault on another student; assault on school personnel; threats against a staff member; threats to public safety; any other illegal acts; repeat level four violations.

- Suspension for up to 10 days.
- Possible exclusion for more than 10 days up to 180 days.
- Possible expulsion for more than 180 days to an indefinite period.
- Law enforcement officials may be notified.
- Possible court action.

Classroom Rules

In order for learning and teaching to occur, teachers along with their students will develop internal classroom rules and procedures to be followed. Ownership of this “Best Practice” requires that students are familiar with the rules because they are invested in the development of them. Once posted in each of the classrooms, the entire learning community is responsible for rule implementation. The classroom teacher is the final arbiter for the classroom atmosphere.

Detention

Minor violations may result in detention being assigned by teachers or administrators. Students are reminded that detention sessions are an obligation that must be met when assigned and that detention takes precedence over work schedules or extra curricular activities. Teacher and Administrative Detentions are from 2:20-3:20 p.m. Students who fail to serve assigned detentions will be subject to further disciplinary action and parent notification.

Suspension

The list of infractions that require or suggest a suspension can be found at the end of the disciplinary section. The administration will determine the duration of suspension. School personnel will notify the parent/guardian of the student to be suspended by telephone and in writing as soon as the consequence has been assigned.

Students assigned to out-of-school suspension are not allowed on school grounds or in the school building unless accompanied by a parent or guardian. **A suspended student may not attend any extra-curricular activities including sports or school-sponsored functions for the duration of his/her suspension.** A readmission conference may be asked for once the disciplinary action is completed. The student must accompany the parent/guardian to the meeting. A student may be sent home and the parent notified if the student returns to school unaccompanied by a parent/guardian.

An in-school suspension is the preferred practice for lesser offences that require the removal of a student from the school environment. The student who has been assigned an in-school suspension will report to the Principal upon arrival at school the day of assigned suspension. The student will be monitored in a separate setting, whenever possible, during the day and will be dismissed when the late bus arrives. All of the student’s assignments for the missed classes will be made available for the student to complete during the

suspension. A reflective piece of writing focusing on the infraction that led to the disciplinary action or another pro-active procedure might be required as well. Before dismissal, the Principal may choose to review the reflective writing with the student. The reflective writing may also be shared with the parent/guardian at the readmission conference.

Students are allowed to make up worked missed as a result of suspension(s). When possible, work will be provided to the student; however, it is the responsibility of the student to check with his/her teachers about missed work. Missed work that is not completed will affect the grade a student receives.

Court Involvement

If a student consistently receives disciplinary referrals, the Student Assistance Team will consider whether that student needs further intervention and the school will consider whether or not to file a Habitual School Offender with the Juvenile Division of the Hingham District Court. Prior to any such filing, the school will consult with the parents, teachers and staff.

Expulsion Policy

To insure that the behavior of an individual cannot violate the rights of other members of the school community, the Hull School Committee endorses the use of expulsion under the following circumstances:

- Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including but not limited to a gun or a knife; or a controlled substance, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.
- Any student who assaults a principal, assistant principal, teacher, teacher's aide, or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.
- Any student convicted of a felony or upon adjudication or admission in court of guilt with respect to said felony or felony delinquency might be subject to expulsion from school or the school district by the principal.

In addition:

- On the fourth incident of out-of-school suspension during the school year, the principal may conduct an expulsion hearing at which time he/she may expel the student or exclude him/her for the remainder of the school year.
- On the sixth incident of out-of-school suspension during the school year, the principal will conduct an expulsion hearing at which time he/she may expel the student or exclude him/her for the remainder of the school year.
- When, in the judgment of the principal, the behavior of the student warrants expulsion, a similar recommendation may be made. Expulsion proceedings will be in compliance with the school policy and the statutes of the laws of the Commonwealth of Massachusetts for protecting a student's due process rights.

Regulations Regarding Expulsion

Any student who is charged with a violation of the expulsion policy shall be notified in writing of an opportunity for a hearing. The student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal. After said hearing, a principal may, at his/her discretion, decide to suspend or exclude rather than expel a student who has been determined by the principal to violate the policy.

Any student who has been expelled from the school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten (10) days from the date of the expulsion in which to notify the superintendent of this appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall be limited solely to a factual determination of whether the student has violated any provisions of this section.

When a student is expelled under the provisions of this section and applies for admission to another school for acceptance, the superintendent of the sending school shall notify the superintendent of the receiving school of the reason for the pupil's expulsion.

Discipline Of Students With Disabilities

All students are expected to meet the requirements for behavior as set forth in this handbook. Regulations based on federal law, 20 U.S.C. § 1415k and federal regulations, 34 CFR §§ 300.519 - 300.529, require that additional provisions be made for students who have been found by an evaluation team to have a disability and whose support plan is described in an Individualized Educational Program (IEP). Students who are in the process of being tested, or are awaiting testing, are afforded all the provisions of a student with an IEP until eligibility is determined. The following additional requirements apply to the discipline of students with disabilities:

- In some cases, the IEP for a student with disabilities might indicate whether the student can be expected to meet the regular discipline code or if the student's handicapping condition requires a modification. Any modification will be described in the IEP.
- When necessary, the principal or designee will notify the Special Education Office of the suspendable offense of a student with a disability and a record will be kept of such notices.
- Pending the approval of the amended IEP and alternative plan by the parent/guardian(s), the student remains in the last agreed upon placement, unless a court order has been obtained which allows the school district to change the student's placement.
- When it is shown that the suspension(s) of a student with disabilities will accumulate to ten (10) days in a school year, a manifestation determination will be held to determine the appropriateness of the student's placement or program. The team will make a finding as to the relationship between the student's misconduct and his/her handicapping condition. Regardless of manifestation, school officials may remove a special education student for 45 school days for the following:
 1. carries or possesses a weapon at school, on school premises or at school functions.
 2. knowingly possesses, uses, sells, or solicits an illegal or controlled substance at school, on school premises or at school functions.
 3. has inflicted serious bodily injury while at school, on school premises or at school functions.

Discipline Of Students On 504 Plans

Students on 504 plans are, generally speaking, regarded as regular education students, subject to all school rules, including disciplinary rules. The following additional requirements apply to the discipline of students on 504 plans:

- If a student on a 504 plan is being considered for a suspension longer than ten school days, the 504 TEAM must convene to conduct a manifestation determination.
- In some instances, additional evaluations may be required before a determination is made as to whether the student's misconduct is related to his or her disability.

A student not yet eligible for special education may be protected under IDEA's regulations if the district had knowledge that the student had a disability. Knowledge may be presumed if, prior to the student's misconduct, a parent expressed concern in writing to supervisor or administrator or teacher of the student.

Due Process

Under the law, students are entitled to due process in matters dealing with possible suspension. In general, the following is required for a fair hearing:

- Oral/written notice of the charges against him or her
- An explanation of the evidence and the opportunity to present his or her side of the story to an impartial decision-maker (e.g., the school administrator)

In matters, which involve a possible exclusion for over ten days or possible expulsion, the student's rights are extended to include the following:

- Written notice of charges
- The right to be represented by a lawyer or advocate (at the student's expense)
- Adequate time to prepare for the hearing
- Suspensions and expulsions are conducted in accordance with the applicable provisions of law and may involve, depending on the circumstances, the school Principal, the Superintendent or the School Committee
- As required by law, such as in special education situations, the school may apply a different procedure for suspensions and expulsions in accordance with applicable law.

Appeals

If an appeal is to be considered, it must be presented to the principal in writing, summarizing the incident, the grounds for the appeal, and the desired result of the appeal. All appeals must be submitted to the principal within twenty-four hours of notification of suspension.

PHYSICAL RESTRAINT GUIDELINES

What is a Physical Restraint?

Physical restraint is defined as the use of bodily force to limit a student's freedom of movement. Physical escort is defined as the touching or holding a student without the use of force for the purpose of directing the student. Physical escort is not physical restraint and is not covered by these procedures.

The Hull Public School, in accordance with 603 CMR 46.00, has determined that school staff will adhere to the following guidelines:

1. All school staff must receive annual orientation training with respect to the district's restraint policy. New staff must receive orientation training within the first month of their employment. The principal shall direct the Crisis Intervention Team Leader within the school to provide the training to new staff. The school must identify specific staff to serve as the school-wide resources (Crisis Intervention Team) to assist in ensuring proper administration of physical restraint.
2. A physical restraint will be administered only when needed to protect a student and/or member of the school community from imminent, serious physical harm and when non-physical interventions would be ineffective. The use of physical restraint is to minimize any harm to the student and/or other individuals.
3. Physical restraint may not be used as a means of punishment or as a response to property destruction, school disruption, refusal to comply, or verbal threats, or refusal to comply with a school rule or staff directive, or verbal threats that do not constitute a threat of imminent, serious physical harm.
4. All incidents of physical restraint must be reported to the principal or his/her designee immediately following the incident.
5. The principal or designee shall verbally report any physical restraint incident to the parent as soon as possible following the incident.
6. Follow-up procedures for restraint includes not only the required reporting requirements to the DESE, but also reviewing the incident with student, staff and consideration of whether follow-up is appropriate for students who witnessed the incident.
7. A full copy of the Hull Public School system's restraint policy is available in the Principal's office.

Dress Code

In order to maintain a positive learning environment, it is important that all members of the Memorial Middle School community exhibit appropriate dress at all times. Appropriate dress is defined as clothing that is acceptable for the business environment.

- Students may not wear tank tops, halter tops, pajama tops and bottoms, tops with spaghetti straps, and tops with only one shoulder, low cut tops and clothing which expose the waist, navel, cleavage, and/or back.
- Undergarments should not be visible. Students' pants, skirts, and shorts must ride high enough on the hips to cover all underwear and skirts and shorts must be of a length that reaches at a minimum mid-thigh (fingertip rule).
- Items of clothing that encourage or promote by pictures or words illegal activities such as the use of drugs, alcohol or tobacco, are sexually explicit, suggestive, or otherwise vulgar in nature, profanity or suggestions of profanity, acts of violence or glorify acts of violence, material offensive in a racial, religious or ethnic manner will not be tolerated.
- Students wearing heavy gauge chains or studs will be asked to remove these articles.
- Hats, hoods, kerchiefs, sweatbands, and sunglasses are not to be worn in the building. Students possessing these during the school day will have those items confiscated. Hats, outdoor jackets and coats must be kept in the student's locker.

The school administration and teachers reserve the right to determine whether the student's attire is within the policy standards. Any student not attired in accordance with the policy shall be given the opportunity to correct the violation and/or lent appropriate clothing. Students in violation of the dress code will be subject to disciplinary action and parent notification.

Corridor Passes

Students are not allowed to leave class, or assigned areas without a corridor pass issued by a teacher in charge. Any student without an authorized pass will be subject to disciplinary action. Students will sign a logbook when entering or leaving a classroom. If a teacher in a previous class detains a student, that teacher must give the student a pass to present to the teacher to whom he/she is to report.

Care of School Property/Vandalism

Students are responsible for the proper care of all books, computers, supplies and furniture supplied by the school. Students who vandalize property, break windows, or do other damage to school property or equipment are subject to disciplinary action and will be held responsible for appropriate financial restitution. **Those who fail to make restitution will be referred to law enforcement officials.**

Hazing

The Massachusetts General Court has passed a law, Chapter 536, prohibiting the hazing of students. The term "hazing" shall mean conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. All participants in the crime of hazing shall be subject to disciplinary action.

Prohibited Items

The possession or use of by students during the school day of smoking materials, paintballs, aerosol sprays, stink bombs, hypodermic needles, laser lights, items used as weapons and any item deemed unsafe is not permitted. Items that may not be used during the school day are trading cards, wheeled sneakers, jumbo markers, roller blades, skateboards, balloons, and finger skateboards. These items must be kept in student lockers during the school day. Possession and/or use of these items during the school day will result in confiscation and possible disciplinary action.

Electronic Devices

Any electronic devices including but not limited to cell phones, beepers/pagers, radios, tape recorders, cameras, CD, Ipod, or MP3 players and headphones are prohibited during school hours. If brought to school, these devices must be kept in student lockers during the school day. Failure to comply will result in confiscation and disciplinary action.

Computer Privileges

Use of the school computers/technology and access to the school network is a privilege. All students must adhere to the **Internet Use Policy** (see pp. 29) and demonstrate appropriate behavior as it applies to computer use. Students who abuse the Internet Policy, or who misuse the computers at Memorial Middle School could lose their computer privileges and be subject to further disciplinary action.

Smoking

Smoking is prohibited in our school. This applies to adults as well as students. Smoking materials are defined as cigarettes, cigars, chewing tobacco, pipes, matches, lighters, or other tobacco products. Massachusetts General Laws, C. 71, Section 37H, states, "Said policies shall prohibit the use of any tobacco products within the school buildings, the school facilities or on the school grounds or on school buses by any individual, including school personnel. Copies of these policies shall be provided to any person upon request and without cost by the principal of every school within the district."

Search and Seizure

The school administration retains control over lockers loaned to students, and regulates admission and parking of automobiles on school grounds. The administration therefore has the right and duty to inspect and search students' lockers as well as student and non-student automobiles, if the administration reasonably suspects, upon information received from law enforcement officials or other sources, that drugs, weapons, dangerous illegal or prohibited matter, or goods stolen from school or from members of the staff or student body, are likely to be found therein. The administration also has the right and duty to search a student's person or belongings if there is a reasonable suspicion that drugs, weapons, dangerous illegal or prohibited matter, or such stolen goods, are likely to be found on the student's person or belongings, in exercise of the school's duty to enforce school discipline and to protect the health and safety of the student and/or student body. The items of such search may be turned over to law enforcement officials for inspection or examination and may be the subject of criminal or juvenile court prosecution, or of school disciplinary proceedings.

Breathalyzer/Alcohol & Drug Recognition Testing

Students exhibiting signs of having consumed alcohol including, but not limited to glassy eyes, slurred speech, unsteadiness on the feet or emission of an alcoholic odor upon arrival at, or participation in, a school-sponsored activity may be requested to take a breathalyzer test administered by a school administrator. If test results are negative, no action shall be taken. If a student tests positive for alcohol, he or she will receive one additional opportunity to take the test. Students who test positive for alcohol (a .02 reading on the breathalyzer test) or students who refuse to take a Breathalyzer test upon reasonable suspicion to suspect they have consumed alcohol, will be subject to all school rules relating to the use and/or possession of alcohol.

NOTICES OF CIVIL RIGHTS

Notice of Equal Opportunity

The Hull Public Schools reaffirms that it does not discriminate on the basis of race, color, religion, sex, national origin, age, disability or sexual orientation in admission to, access to treatment in or employment in its programs or activities. Consistent with M.G.L. Chapter 76, Section 5, the Hull School District also affirms the commitment to maintain a school and work environment free of discrimination/harassment/bullying based on race, color, religion, sex, national origin, age, disability or sexual orientation. Any discrimination/harassment/bullying on the basis of race, color, religion, sex, national origin, age, disability or sexual orientation will not be tolerated and will be punishable to the full extent of the law.

If you should have a complaint or concern that there has been discrimination, you may also utilize the following procedure:

1. Report the violations to any staff member in the Hull Public Schools. He/she will notify a building Administrator. The building Administrator will meet with you and other persons who might have information about the issue promptly and will attempt to resolve the issue. The school district investigators in each area will commence any additional investigation, within a reasonable period of time. The building Administrator will issue his/her decision in writing to you within ten (10) days of the conclusion of the investigation.
2. If the complaint is not resolved, it can then be appealed to the district's Equal Opportunity, Title IX, Section 504, ADA Coordinator. This appeal must be in writing, describe the circumstances, and the relief you seek. This appeal should be taken within one week after receipt of the Administrator's decision.
3. The Equal Opportunity, Title IX, Section 504, ADA Coordinator will meet with you within a reasonable time. Following a review of the materials presented to the Administrator and any additional investigation that will be conducted promptly, the Coordinator will make a final determination on whether there has been a violation of the district's policy within ten (10) days after the conclusion of any additional investigation. If there has been a violation, the Coordinator will indicate the steps to be taken to correct it.

Inquiries concerning the application of nondiscrimination policies may also be referred to the Superintendent of Schools or the Regional Director, Office for Civil Rights, U.S. Department of Education, Room 222, Boston, MA 02109-4557.

Notice of Non-Discrimination

Memorial Middle School admits the students of either sex and of any race, color, religion and ethnic origin to all the rights, privileges, programs, courses and activities generally accorded or made available to students at the school. Further, Memorial Middle School does not discriminate on the basis of sex, sexual orientation, race, color, religion, national or ethnic origin or disability in the administration of its educational policies and programs.

Inquiries concerning the application of this policy prescribed by TITLE IX of the Education Amendments of 1972 and Chapter 622 of the Laws of the Commonwealth of Massachusetts may be directed to a building Administrator or the Superintendent of Schools.

Inquiries concerning the application of non-discrimination policies may also be referred to: Regional Director, Office for Civil Rights, U.S. Department of Education, Room 222, Boston, MA 02109-4557.

Discrimination/Harassment/Bullying

Memorial Middle School views "discrimination/harassment/bullying" as any abusive and illegal behavior that harms individuals and negatively impacts the school culture by creating an environment of fear, distrust, and intolerance. Because the Hull Public School District is committed to providing an environment that promotes respect, dignity, and equality for all students, Memorial Middle School will seek to create

and preserve an educational environment free from unlawful discrimination/harassment/bullying on the basis of race, color, religion, , sex, national origin, age, disability, or sexual orientation.

It is the policy of the Hull Public Schools to promote and maintain a working environment that is free from *all forms of harassment including sexual harassment*. Sexual harassment may include:

- Coerced sexual relations
- Physical assault, including rape
- Inappropriate personal questions
- Sexual remarks about a person's clothes, body or sexual activity
- Suggestive remarks, verbal abuse
- Public display of sexually explicit, offensive or demeaning photographs
- Requiring a person to wear sexually revealing clothing
- Leering, ogling of a person's body
- Unnecessary touching in any form
- Subtle pressure for sexual activity
- Demanding sexual favors, accompanied by promises, hints or threats concerning one's opportunities.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made a term or condition of employment;
2. Submission or rejection of such conduct is used as a basis for employment decisions or success as a student;
3. Such conduct unreasonably interferes with work performance, or creates an intimidating, hostile or offensive working or educational environment.

Grievance Officer

The building Principal, Adjustment Counselor and School Psychologist act as grievance officers for Memorial Middle School. The grievance officers are responsible for processing all discrimination/harassment/bullying complaints whose seriousness falls beyond the regular discipline code, by following the procedure outlined below. The grievance officers will be provided with training for handling discrimination/harassment/bullying cases and each year will be responsible for informing all staff and students of their rights and responsibilities under this policy.

Procedure

1. Any member of the school community who believes that he or she has been subjected to discrimination/harassment/bullying will report the incident(s) to a building administrator. If normal disciplinary procedures are determined to be inadequate, the incident(s) will be referred to one of the grievance officers.
2. The grievance officer will attempt to resolve the problem through the following process:
 - a) The grievance officer will meet with the individual to obtain a clearer understanding of that individual's statement of facts. After meeting with the grievant, the grievant or grievance officer shall put the complaint of discrimination/harassment/bullying in writing. In the event that the grievance officer puts the complaint in writing, the grievant will review the written grievance for its accuracy and sign it. In the event that the grievant does not feel comfortable making the grievance as outlined above, he or she is free to file the grievance with any other administrator. That administrator will then coordinate the processing of the grievance with the grievance officer.
 - b) The grievance officer will meet with the alleged discriminator/harasser/bullier to obtain his or her response to the complaint.

- c) The grievance officer may hold as many meetings with the parties as is necessary to gather facts.
 - d) The grievance officer will meet with other individuals who may have pertinent information.
 - e) The grievance officer will review any pertinent documents.
3. The investigation will be processed expeditiously with a completion time goal of two weeks. Upon completion of the investigation, the grievance officer shall prepare a report outlining the findings. If discrimination/harassment/bullying is found to have occurred, the grievance officer will meet with the Superintendent of schools to plan appropriate disciplinary action.
 4. The grievance officer will write a summary of the investigation and the disciplinary action decided upon by the Superintendent of Schools. Both the complainant and the discriminator/harasser/bullier shall receive the summary. If a complaint is substantiated, the summary shall be placed in the file of the discriminator/harasser/bullier. If the complaint is unsubstantiated, a summary shall be kept in the grievance officer's confidential files for one (1) year.
 5. Grievant(s) are not limited to a formal grievance procedure but may seek relief from other agencies including the Equal Employment Opportunity Commission, the Massachusetts Commission Against Discrimination, or the Office of Civil Rights of the Department of Education.

Any retaliatory action taken by an employee or student in connection with a discrimination/harassment/bullying complaint will be regarded as a separate and distinct matter under this procedure.

ABBREVIATED REFERENCE TO THE LEGISLATION
AND SPECIFIC CRITERIA OF CIVIL RIGHTS, AND SCHOOL
AND DISTRICT COORDINATOR INFORMATION

Law	Coordinator
<i>Title VI of the Civil Rights Act of 1964</i> – prohibits discrimination, exclusion from participation and denial of benefits based on race, color and national origin.	Dr. Joy Turpie 180 Harborview Road 781-925-4400
<i>Title IX of the Education Amendments of 1972</i> – prohibits discrimination, exclusion from participation, and denial of benefits in educational programs based on sex.	Ms. Rebecca MacDonald 81 Central Avenue 781-925-2040 Dr. Joy Turpie 180 Harborview Road 781-925-4400
<i>Title I of the Americans with Disabilities Act of 1990</i> – prohibits discrimination, exclusion from participation, and denial of benefits on the basis of disability in the areas of employment.	Mr. David Twombly 180 Harborview Road 781-925-4400
<i>Title II of the Americans with Disabilities Act of 1990</i> – prohibits discrimination, exclusion from participation, and denial of benefits on the basis of disability in the areas of educational programming and activities.	Ms. Judith Kuehn 180 Harborview Road 781-925-4400
<i>Section 504 of the Rehabilitation Act of 1993</i> – prohibits discrimination, exclusion from participation and denial of benefits based on disability.	Ms. Rebecca MacDonald 81 Central Avenue 781-925-2040 Ms. Andrea Centerrino 180 Main Street 781-925-3000 Ms. Judith Kuehn 180 Harborview Road 781-925-4400
<i>Massachusetts General Laws, Ch. 76, S. 5</i> – prohibits discrimination in all public schools on the basis of race, color, sex national origin, religion and sexual orientation.	Dr. Joy Turpie 180 Harborview Road 781-925-4400
<i>Title I of the Elementary and Secondary Education Act of 1965</i> – designed to help disadvantaged children meet challenging content and student performance standards.	Dr. Joy Turpie 180 Harborview Road 781-925-4400
<i>603 CMR 46.00</i> – governs the use of physical restraint on students in publicly funded schools.	Mr. Donald Edwards 180 Main Street 781-925-3000 Ms. Katie Perniola Gerrior 180 Harborview Road 781-925-4400 Ms. Lynda Feeney 81 Central Avenue 781-925-2040

Hull Public School policy, AC, “Nondiscrimination” states, “Individuals who have a complaint or feel they have been discriminated against because of race, color, gender, religion, national origin, sexual orientation and disability, should register their complaint with the Title IX

compliance officer.” The above references laws and coordinators indicate whom individuals should contact in the event they feel they have been victims of discrimination.

If any individual associated with the Hull Public Schools feels discriminated on the basis of race or national origin (Title VI), gender (Title IX) or disability (Section 504), s/he may file a complaint with the appropriate school or district coordinator.

INTERNET USE POLICY

Internet Acceptable Use Policy

In order for a student/faculty/staff to use the Hull Public Schools' Internet Connection, the party must read these guidelines and sign the **Acceptable Use Contract**. A parent or guardian for anyone under eighteen (18) years of age must also sign the contract.

Internet Acceptable Use Contract

The Internet is a vast global network, linking computers at universities, schools, research facilities, and commercial sites. By way of the Internet, one can communicate with people from all over the world through various means including discussion forums and electronic mail (e-mail). In addition, files, many of which have educational value, are available for downloading. Because of its enormous size, the Internet's potential is boundless. It is possible to speak electronically with people from all walks of life. However, with such great potential for education comes the potential for abuse as well. It is the purpose of these guidelines, as well as the contract for Internet use, to make sure that all who use the Internet, both students and faculty, use this valuable resource in an appropriate manner.

Use of the Hull Public Schools networks is a privilege, not a right, which may be revoked at any time for abusive conduct. Such conduct would include, but is not limited to, placing unlawful and/or inappropriate information on a computer system, the use of abusive or otherwise objectionable language in either public or private messages, the sending of messages or files that are likely to result in the loss of a recipient's work or systems, the sending of "chain letters", or "broadcast" messages to lists or individuals, any other types of use which would cause congestion of the networks or otherwise interfere with the work of others, as well as the use of the Internet in a manner which would violate the copyright and/or trademark laws of the United States. In addition, the Hull Public Schools System takes no responsibility for any information or materials that are transferred through the Internet.

Because of the size of the Internet, many kinds of materials eventually find their way onto the system. Should a user happen to find material that may be deemed inappropriate while using his or her Hull Public Schools' Internet account, he or she shall refrain from downloading this material, and shall not identify or share the location of this material. Be aware that the transfer of certain kinds of material is illegal and punishable by fine or jail sentence.

The primary purpose of the Internet connection is educational. It is essential that everyone who uses this connection understand that purpose. Therefore, anyone using the Internet connection for non-educational purposes shall immediately log off should any significant system slow-down occur. No student shall use the Internet connection without the direct supervision of a qualified instructor. Failure to abide by these regulations shall result in suspension of their Hull Schools' Internet account, pending administrative review.

The Hull Public Schools makes no guarantee, implied or otherwise, regarding the reliability of the data connection offered. Neither the Hull Public Schools nor the sponsor organizations shall be liable for any loss or corruption of data resulting from using the school Internet connection.

The Hull Public Schools reserves the right to examine all data stored in the machines involved in the Internet project to make sure that all users are in compliance with these regulations.

Network storage areas may be treated like school lockers. Network administrators may view files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on school department servers would always be private. Within reason, freedom of speech and access to information will be honored. During the school day, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

No user shall use this Internet link to perform any act that may be construed as illegal or unethical, including the use of the link to gain unauthorized access to other systems on this or any other network.

The Hull Public Schools condemns the illegal distribution of software, otherwise known as pirating. Any student caught transferring such files through the Internet, and any whose accounts are found to contain

such illegal files, shall immediately have their accounts permanently revoked. In addition, all users should be aware that software piracy is a federal offense and is punishable by fine or imprisonment.

Also, all users should keep in mind that when they are using the Internet, they are entering a global community, and any actions taken by them will reflect upon the Hull Public Schools as a whole. As such, all users must behave in an ethical and legal manner.

In summary, all students, teachers and staff of the Hull Public Schools are prohibited from: using the school department's Internet access for any personal use without permission (i.e., to send an e-mail and/or access an Internet site); using any profane, vulgar, threatening, libelous, or criminal language when using the Internet; accessing any prohibited sites on the Internet; overriding or encouraging students to override any firewalls established on the Internet access network; permitting another individual to use their password, dissemination of any passwords, codes, access telephone numbers, or account numbers; and/or any other action whatsoever which would in any way subject the user and/or the Hull Public Schools to a possible criminal or civil action. The foregoing list is not all-inclusive and the Hull Public Schools reserves the right to notify a user of any other impermissible action regarding the use of the Internet.

The Internet Acceptable Use Policy is posted on the school's web site. Any changes to this document will be posted on the school web site.

SIGNATURE PAGE

Please sign the following statement. All students enrolled at Memorial Middle School must submit this form to their respective homeroom teacher before Friday, September 4, 2009.

- I have read the Memorial Middle School Student/Parent Handbook and agree to obey the rules, expectations, regulations, and policies of the school.
- I have read “The Internet Use Policy” and agree to obey the rules, regulations and policies of the school.
- I also give permission for my child to be photographed either by the school for the school newsletter and various news agencies who may be doing stories about Memorial Middle School. Pictures may be published in local newspapers and on the school Internet web site. If parents do not want your child’s photograph to be used, please check off the appropriate box below your signature.
- I have received a Memorial Middle School Student Planner and agree to monitor my child’s homework and to pay \$10.00 if the planner is lost or misplaced.

Student: _____ Grade: _____
(Please Print)

Address: _____

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Home Phone: _____ Work: _____ Cell: _____

Parent E-Mail Address: _____

- I do **not** give my permission for my child’s photograph to be used in any local paper.
- I do **not** give my permission for my child’s photograph to be used on the school’s Internet Web Page.

STUDENT HANDBOOK RECEIPT PAGE

Please sign this form and return it to your homeroom teacher TODAY.

- I have received the Memorial Middle School Student/Parent Handbook and agree to read it carefully, in order to fully understand the rules, regulations, policies, and expectations of the school.

- I will read “The Guidelines for Use of the Hull Public Schools’ Internet Connection” to fully understand the rules, regulations, policies, and expectations of the school.

- I have received a Memorial Middle School Student Planner and understand I must pay \$10.00 if the planner is lost or misplaced.

- I will have my parents complete the sign off form and will return it to my homeroom teacher before Friday, September 4, 2009.

Student’s Name (Printed)

Student’s Signature

Date